



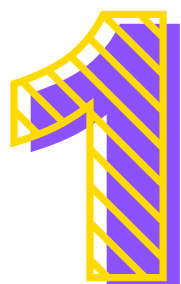
# WOCO 1B: RULES OF PROCEDURE FOR THE VIRTUAL 37TH WORLD CONFERENCE

May 2021



Walking together, walking far.

## 37th WORLD CONFERENCE 2021



# PURPOSE OF THE RULES OF PROCEDURE

The purpose of the Rules of Procedure (Rules) is to facilitate the handling of the business of the 37th World Conference and establish the way decisions will be taken in line with the requirements of the WAGGGS Constitution and Bye-Laws. These Rules ensure a clear, democratic and transparent decision-making process and provide clarification on attendance, circulation of information, and voting procedures at the conference.

Member Organisations are expected to become familiar with the Rules before they are approved at the start of the conference. Amendments to these Rules cannot be proposed at the conference.



# ATTENDANCE

## DELEGATES AND OBSERVERS FROM MEMBER ORGANISATIONS

Each Full or Associate Member Organisation of WAGGGS is entitled to send two Delegates, appointed from within its own membership. The Delegates carry the authority of their Member Organisation to speak on its behalf and are expected to participate in all proceedings. One of these Delegates should be identified as the Head Delegate and will carry the additional authority to vote on behalf of the Member Organisation.

Each Member Organisation may also invite members of their association to observe the conference. The Observers act in support of their Head Delegate. Each Member Organisation may send up to a maximum of ten (10) Observers.

## WORLD BOARD AND WAGGGS STAFF

Members of the World Board and WAGGGS staff will attend the conference and may be invited to speak by the Conference Chair.

## OTHER ATTENDEES

Members of WAGGGS Committees, Honorary Associates and holders of the World Board Pin may attend the conference.

Other guests invited by the World Board may include:

- Representatives of National Girl Guide/Girl Scout Organisations working towards Membership of WAGGGS;
- WAGGGS representatives at the United Nations and its specialized agencies;
- Representatives of organisations associated with Girl Guiding/Girl Scouting;
- Members of the Board of Directors, Executive Director and National Co-ordinators of the Olave Baden-Powell Society;
- Other invited guests.



## EXPECTATIONS

Delegates are expected to have read the content of all documents before the conference, and:

- be fully informed of their Member Organisation's view on all agenda items;
- in the case of the Head Delegate, be prepared to vote on agenda items in accordance to the direction of their Member Organisation;
- make a full report to their Member Organisation on the conference and the decisions reached; and
- participate in an evaluation of the conference.





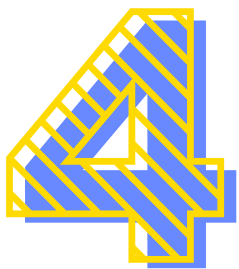
## QUORUM

A Roll Call of Member Organisations (as represented by their Head Delegate) is taken at the opening of the conference to record all Member Organisations in attendance.

The quorum at the conference is one-third of the Member Organisations entitled to vote upon the business being considered. If it appears before the conference that the quorum will not be reached, the World Board should encourage any Member Organisations that have not confirmed the registration of their delegates to confirm their intention to attend.

If the quorum ceases to be present during the conference, then the conference can still proceed. The conference can discuss issues and make recommendations to the World Board but decisions cannot be taken.

For each session the quorum is half plus one of those attending the conference and entitled to vote upon the business at that session.



## LANGUAGES

The languages of the conference are Arabic, English, French and Spanish and participants should have a good working knowledge of one of these. All documents will be available in these languages. Simultaneous interpretation in these four languages will be available during the conference.



## DOCUMENTS

The Agenda for the conference is prepared by the World Board and shared with Member Organisations at least sixty days before the date of the conference.

Documents (for acceptance, discussion, and decision) which support the agenda will be made available to Member Organisations by email and through the App. These documents shall include the Rules of Procedure and any Proposed Motions and Proposed Amendments. Member Organisations are requested to ensure that their delegation has access to the required documents.

With the approval of the Conference Chair and the Procedural Team Coordinator, items not included on the Agenda may be considered at the conference for discussion only. This request requires a simple majority vote to be approved.





## KEY ROLES AND RESPONSIBILITIES

### CONFERENCE CHAIR

There is one overall Chair of the conference, appointed by the World Board, who will ensure that the conference is run effectively. There may also be up to two Vice-Chairs, appointed by the World Board from amongst their number to support the Chair in her duties. The Conference Chair and Vice-Chairs will be confirmed by Member Organisations at the start of the conference by general consent or a simple majority vote. The Chair may delegate chairing of sessions to one of the Vice-Chair(s) (known as the Session Chair in respect of that session)

The Chair, following consultation with the Procedural Team Coordinator, will decide on any point of voting not covered in the Rules of Procedure including the sequencing of voting on Proposed Motions and Proposed Amendments. The ruling of the Conference Chair will be final on all procedural matters including, but not limited to length of speeches, voting methods, and management of agenda items.

### PROCEDURAL TEAM

There will be a Procedural Team of at least three individuals from different Member Organisations, and reflecting the diversity of WAGGGS, one of whom will be the Procedural Team Coordinator and will lead the Procedural Team. The Procedural Team will be ratified by Member Organisations at the start of the conference by general consent or a simple majority vote.

The Procedural Team supports Member Organisations to understand the Rules of Procedure and works with them, in a fair and consistent manner, to coordinate and clarify any Proposed Motions and/or Proposed Amendments. During the conference, the Procedural Team supports the Chair to ensure that the WAGGGS Constitution and Bye-Laws and the Rules of Procedure are appropriately implemented and complied with.

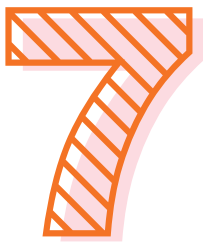
After the conference, the Procedural Team is responsible for preparing the final record of all decisions made during the conference.

### TELLERS

There will be at least three Tellers selected by the Planning Team, on behalf of the World Board. The Tellers will be ratified by Member Organisations at the start of the conference by general consent or a simple majority vote. Members of the Procedural Team (excluding the Procedural Team Coordinator) may also undertake the role of Teller when needed.

The Tellers will count and verify the results of each vote and report the results to the Conference Chair.





# MOTIONS AND AMENDMENTS

## PROPOSED MOTIONS

Proposed Motions should be clear in intent and outcome, concerned with and related to the Mission of WAGGGS, or an issue on which the proposer considers WAGGGS should express an opinion and, where possible, indicate future ways of action.

A Proposed Motion that does not meet the criteria stated or that is not clear enough in its wording to be voted on can be rejected. This decision is made by the Procedural Team Coordinator in consultation with, and acting on behalf of, the World Board. The proposer will be informed if their Proposed Motion has been approved or not. Proposed Motions submitted and not approved will not be circulated to Member Organisations.

The Proposer may be required to work with the Procedural Team:

- To make changes in the wording of a Proposed Motion to ensure clarity and a clear presentation;
- To work with another proposer to develop or agree to a composite Motion if two or more Proposed Motions on the same or similar topics are submitted.
- If no composite Motion is agreed upon, then all Proposed Motions on the same or similar topics will be considered by the World Board to determine if they are suitable for presentation to Conference.

## THE DEADLINES FOR PROPOSED MOTIONS TO BE RECEIVED WERE AS FOLLOWS:

Before World Conference	Proposed Motions that affect the WAGGGS Constitution and Bye-Laws	23.59pm (UTC) on Sunday 7th March 2021
	Proposed Motions that do not affect the WAGGGS Constitution and Bye-Laws	23.59pm (UTC) on Sunday 4th April 2021

Proposed Motions relating to: policy and standards, Triennial policy, Membership, and general financial policy must have been submitted by the 4th April 2021 deadline.

Proposed Motions submitted during the Conference require the approval of the Conference Chair and Procedural Team Coordinator. Such motions (also known as tabled motions) cannot be amended.



## PROPOSED AMENDMENTS

Member Organisations can propose amendments to Proposed Motions circulated before the conference as set out in the table above. Proposed Amendments to Proposed Motions relating to the WAGGGS Constitution and Bye-Laws must have been submitted by 25th April 2021 to allow time for them to be duly considered prior to the formal notice and Agenda for the World Conference being circulated.

A Proposed Amendment should not introduce a different topic but should clarify, strengthen or challenge the original Proposed Motion. A Proposed Amendment that does not meet the criteria stated or that is not clear enough in its wording to be voted on can be rejected. This decision is made by the Procedural Team Coordinator in consultation with, and acting on behalf of the World Board. Before a decision to reject a Proposed Amendment is made, the Procedural Team will advise the Proposer on why a rejection is being considered so that the Proposer can consider altering the Proposed Amendment. The Proposer will be informed if their Proposed Amendment has been approved or not. Proposed Amendments submitted and not approved will not be circulated to Member Organisations.

The Proposer may be required to work with the Procedural Team to:

- make such changes in the wording of a Proposed Amendment to ensure clarity and a clear presentation;
- work with another Proposer to develop or agree to a composite Motion or Amendment.

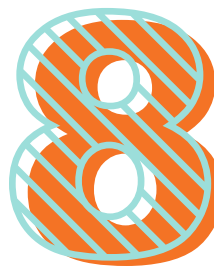
## PRESENTATION AND DISCUSSION OF PROPOSED MOTIONS AND PROPOSED AMENDMENTS

All Proposed Motions and Proposed Amendments received, approved and circulated with the notice and Agenda will be presented and discussed at the conference. The Chair will ask for a member of the World Board or from a delegation of a Member Organisation to formally present the Proposed Motion/ Amendment.

The Chair will ask the individual to state whether she/he is speaking in the capacity of a World Board member or Delegate and, if appropriate, the Member Organisation they represent.

Following the presentation of each item, the Chair will open the discussion to others. The Chair determines and declares when the discussion ends. Each Member Organisation may speak for up to three minutes and may only speak once unless the Chair makes an exception. The Proposer is also able to speak once during the discussion, in addition to presenting the Proposed Motion/Amendment.

If a Proposed Amendment is not carried, the original Proposed Motion is then put to the vote. If one or more Amendments are carried, then they are incorporated into the original Motion, which is then put to the vote in its amended form.



## VOTING

Decisions will be recorded in a Record of Decisions that is sent to Member Organisations and is made available on the WAGGGS website within one month of the conference.

If the registered Head Delegate is unable to attend the conference, or unable to cast their vote for another reason, the Member Organisation shall authorise their other delegate or another person to act as its representative and vote instead. Notice of this should be provided to the Procedural Team Coordinator before voting opens.

## PROXY VOTING

Proxy voting is not permitted under the WAGGGS constitution.



## ELIGIBILITY TO VOTE

To be eligible to vote, a Member Organisation must have paid their annual WAGGGS Membership fee up to and including the financial year immediately preceding the Conference, unless remission or postponement of fees has been authorised by the World Board. If remission or postponement of fees has been authorised by the World Board, the Member Organisation must be complying fully with the conditions on which this has been granted.

Suspended Member Organisations do not have the right to vote.

## SPEAKING AND VOTING RIGHTS

WHO	SPEAKING	VOTING
Delegates	May speak on any and all issues, when recognised by the Conference/Session Chair in accordance with the procedures	Have one vote per Member Organisation, exercised by the Head Delegate.
Observers	May speak only if their Head Delegate requests this and if approved by the Conference/Session Chair	Do not have a vote
World Board	May speak on any and all issues, when recognised by the Conference/Session Chair in accordance with the procedures	Do not have a vote
Any other attendees <i>(Including: members of WAGGGS Committees, WAGGGS staff, and individuals or representatives of groups invited to attend as guests)</i>	May be invited to speak by the Conference/ Session Chair during sessions	Do not have a vote



## ISSUES FOR VOTING

Each Member Organisation present and eligible to vote at the conference has one vote. However, there are some issues on which only Full Member Organisations can vote. The voting rights at the conference are as follows:

Opening business items: <ul style="list-style-type: none"> <li>• Confirmation of               <ul style="list-style-type: none"> <li>◦ World Conference Chair and Vice-Chairs</li> <li>◦ Procedural Team Coordinator and Procedural Team members</li> <li>◦ Tellers</li> <li>◦ Conference Agenda</li> </ul> </li> <li>• Approval of the Rules of Procedure</li> </ul>	Full and Associate Members	General Consent or Simple majority of votes cast
Approval of: <ul style="list-style-type: none"> <li>• Changes to the Constitution and Bye-Laws;</li> <li>• Policy, strategy and standards;</li> <li>• Triennial policy</li> <li>• Admission and cancellation of Membership;</li> <li>• General financial policy/issues;</li> <li>• Making a session a Closed Session; and</li> <li>• Changes to those permitted to attend the World Conference</li> </ul>	Full Members only	75% majority of votes cast
Election of the World Board	Full Members only	Simple majority of votes cast
Bid to host the next World Conference	Full and Associate Members	Simple majority of votes cast
Other Motions and Amendments	Full and Associate Members	Simple majority of votes cast





## METHODS OF VOTING

The following voting methods may be used at the conference.

### **General Consent:**

When a Proposed Motion is not likely to be opposed, the Chair says, "If there is no objection". The members show agreement by their silence. If an objection is raised, the Chair shall ask for a counted vote.

### **Electronic ballot:**

For use when a full count is required. The Head Delegate casts their vote by using the voting function in the WAGGS app. The votes cast will be counted and verified by the Tellers and reported to the Chair who will announce the number of votes received for and against the proposal and the number of abstentions. The results will be shown in detail, apart from the bid to host the next World Conference, election of World Board members and decisions on the cancellation of Membership, when only the decision and not the counted vote will be displayed.

## VOTING ON PROPOSED MOTIONS AND PROPOSED AMENDMENTS

Before taking a vote on Proposed Motions and Proposed Amendments the Chair will explain:

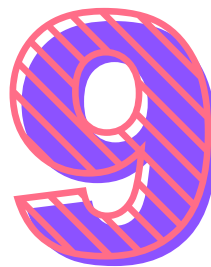
- what the vote is about;
- who is entitled to vote;
- the order in which any Proposed Amendments will be voted on;
- the required majority and how many votes are needed for the Proposed Motion/Amendment to be carried;
- how the vote will be taken;
- the outcome in the case of passing or defeating the Proposed Motion or Amendment.



In the event of a tied vote, the Motion / Amendment is not carried. The Tellers have the final word in relation to the number of votes cast during the voting and the results of the vote.

## VOTING ON BIDS TO HOST THE NEXT WORLD CONFERENCE

Where there are more than two bids there will be one initial round of voting for all the bids. If no bid receives a simple majority, a further round of voting will take place between the two bids which received the highest number of votes in the first round.



## ELECTION OF THE WORLD BOARD

- Voting is by secret electronic ballot.
- The names of the candidates shall be displayed in alphabetical order on the voting platform.
- There will be a single round of voting. Eligible Member Organisations shall vote by allocating one vote each for up to a maximum of six candidates. Member Organisations do not have to allocate all six votes.
- The six highest-scoring candidates shall be announced in alphabetical order.
- Should there be parity of votes for the final place, a new round shall take place between the candidates who have received the same number of votes.
- The Approved Persons will be filled by the candidates receiving the seventh and eighth highest votes. Should there be parity of votes for the eighth place, a new round shall take place between the candidates who have received the same number of votes.
- There will be a final vote by simple majority to ratify the new members of the World Board and the Approved Persons.



# 10 CLOSED SESSIONS

All agenda items are open to all registered conference participants. However, at any time the World Board or any Member Organisation may request for a specific item to be dealt with in a closed session and will be allowed up to three minutes to explain the reasons for the request. To pass, the request needs to be agreed to by 75% of votes cast of Full Member Organisations present at the conference.

Only Head Delegates and Delegates of eligible voting Member Organisations, the World Board, and WAGGGS staff may attend a closed session of the conference. During the closed session communication with others beyond this group will be restricted, including the use of Social Media.

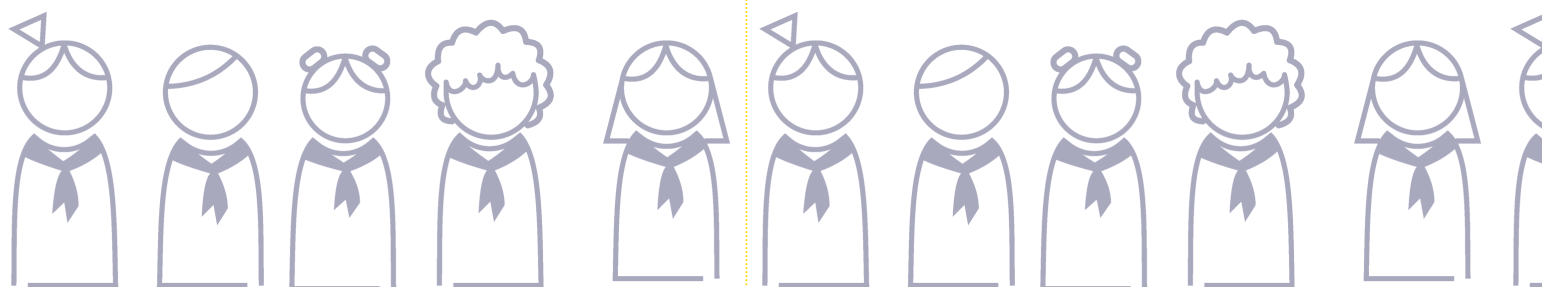
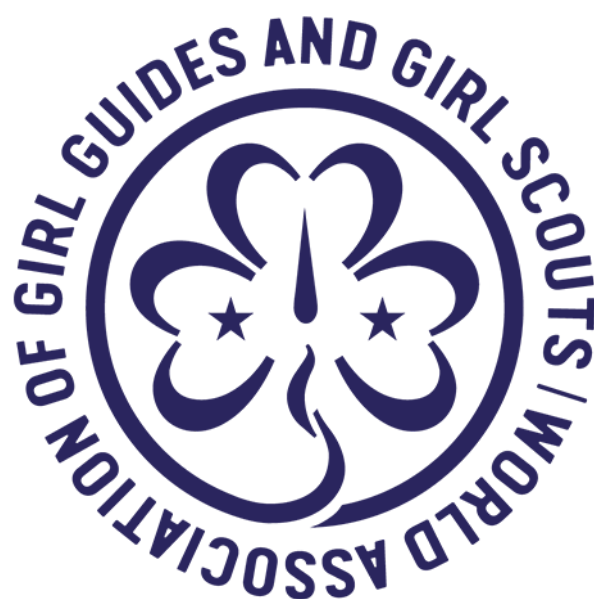
# 11 SOCIAL MEDIA

The use of social media is allowed during the conference including voting sessions, excluding Closed Sessions. Should the use of social media have to be restricted for any reason, participants will be informed by the Chair.



# 12 GENERAL

Items concerning clarification of procedures, or problems of understanding can be raised at any time, by any delegation and be addressed by the Session Chair, in consultation with the Procedural Team Coordinator, if required.



# 13

## GLOSSARY

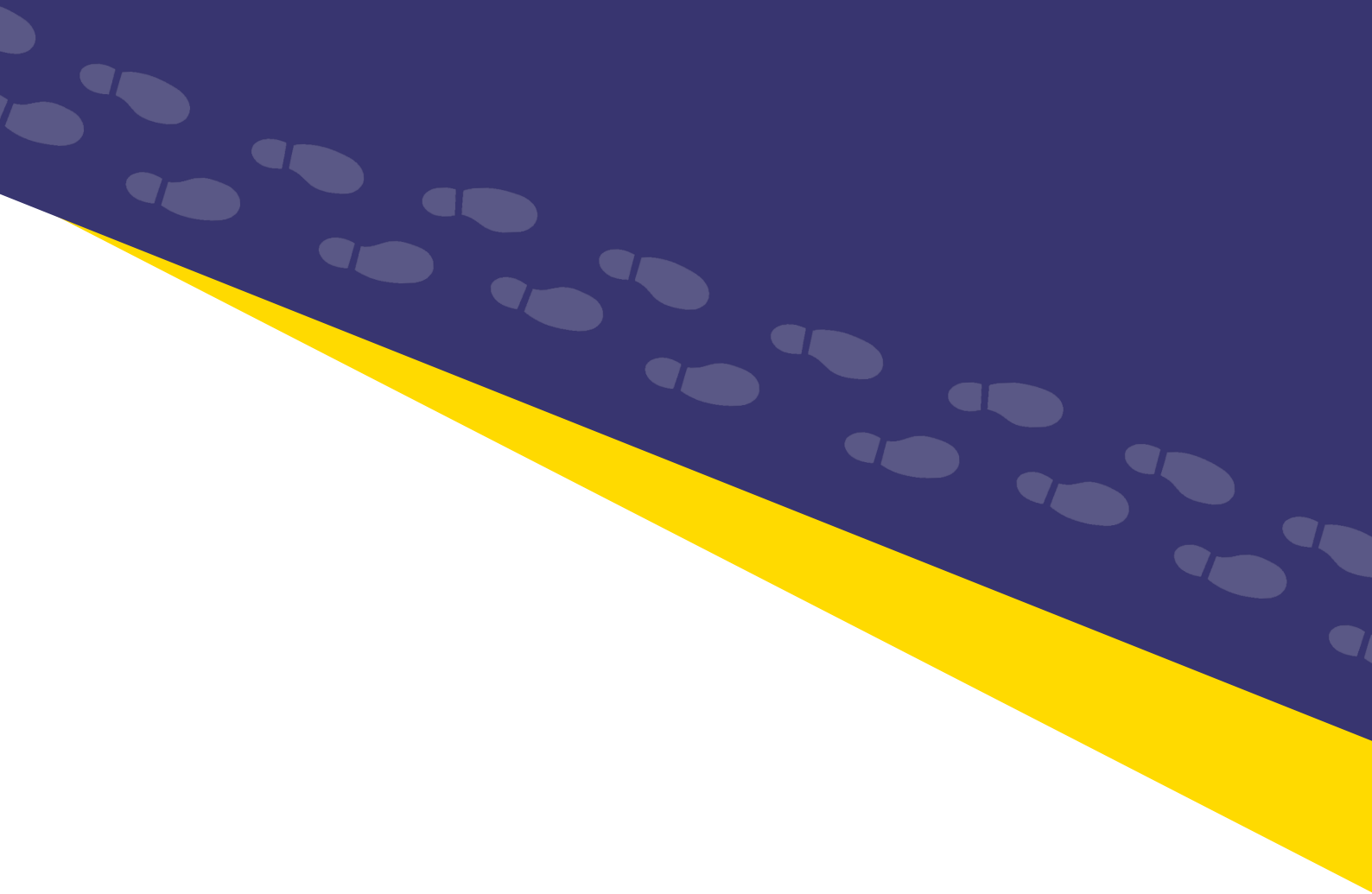
Abstention	During a vote, when a Member Organisation does not vote or declares that it is neither voting for, or against, a proposal, this counts as an “abstention”. Abstentions do not count towards the voting threshold.
Agenda	Formal list of matters to be considered at the conference.
Amendment	A change in wording to a Proposed Motion or a Proposed Amendment, which has been moved by the conference.
App	A software programme or application that you use online or on mobile devices.
Approved persons	World Board candidates who were not elected to the World Board but who received the next highest votes at World Conference.
Associate Members	A national organisation that has achieved Associate Membership in accordance with 10.9.2.of the WAGGGS Constitution.
Conference Chair (also referred to as ‘Chair’)	The person who has been appointed by the World Board to preside over the conference and to ensure that the business of the conference is properly carried out.
Delegate	A person selected to represent a Member Organisation.
Full Member	A national organisation that has achieved Full Membership in accordance with 10.9.1 of the WAGGGS’Constitution.
Head Delegate	A person selected to represent, and vote on behalf of, a Member Organisation.
Member	When written with a capital “M” this refers to a Member Organisation that is either an Associate or Full Member of WAGGGS.
member	When written with a small “m” this refers to a person.



Majority	The number of votes in favour required for a Proposed Motion to be carried. A simple majority is more than half of the votes cast.
Motion	A proposal that has been moved by one Member Organisation, which has been moved by the conference.
Observer	A person appointed by a Member Organisation to be part of the delegation of a Member Organisation, and act in support of its Delegates at the conference. Observers do not have voting rights.
Procedural Team	The Team which ensures the conference is run as per the Rules of Procedure, WAGGGS Constitution and Bye-Laws and which is the starting point and coordinator of any wording changes for Proposed Motions and Proposed Amendments.
Procedural Team Coordinator	Leads the Procedural Team
Proposed Amendment	A suggested change in the wording of a Proposed Motion.
Proposed Motion	A Proposed Motion is a suggested proposal that is open for discussion by the conference.
Quorum	The minimum number of Member Organisations required to make the conference proceedings valid.
Record of Decisions	Written record of all Motions/Amendments and their proposer, together with the votes for, against and abstentions.
Tellers	The Tellers are responsible for counting all votes cast by Member Organisations where a count is required and assist, as necessary, with electronic voting.
Tied Vote	When an equal number of votes has been received for and against a Proposed Motion or Proposed Amendment.
Vote	A formal indication of a decision or choice made by a Member Organisation on a proposal



WORLD ASSOCIATION  
OF GIRL GUIDES  
AND GIRL SCOUTS



Walking together, walking far.

# 37th WORLD CONFERENCE 2021